Timeline

To adopt rules:

Proposed rule submitted for publication
    (Published according to publication schedule)
      → Minimum thirty (30) days from publication
        → Adopted rule submitted for publication
        (Published according to publication
        schedule)
          → Minimum twenty (20) days from
          submission
            → Rule in effect

To withdraw rules:

Proposed rule submitted for publication
    (Published according to publication schedule)
      → Maximum six (6) months from publication
        → Rule withdrawn
        (Published according to publication
        schedule)

Creating Rule File

Organization:

Preamble
<rule>
Rule text

File Name Guidelines:

- Under 10 characters
- No spaces
- No periods
- Only Word documents .doc/.docx

Upload file(s) with the submission form on the liaison center

Including Graphics

Graphics are always created as a separate file.

Cite a figure line within the rule file at the end of the appropriate section
- Figure Line Example: "Figure: 1 TAC §91.37"
- Label the graphic file with the figure line in the upper left corner

Cite the graphic file name in the comments section on the submission form and upload with the miscellaneous file

Deadline

Monday @ NOON

Holiday exceptions may be found on the *Texas Register* page of the SOS website, under Liaison General Info, publication schedule

Assistance

Detailed instructions may be found on the *Texas Register* page of the SOS website, under Liaison General Info, Liaison Center Training Information
For assistance at any point in the submission and publication process, reach out to the Texas Register staff via phone or email: register@sos.texas.gov *512.463.5561*

Formatting Text

Do Not:
- Use any automatic Word formatting
  - Includes: outline text styling, headings, numbered lists, bulleted lists, headers/footers, hidden text, etc.
- Emphasize *preamble text* with **Bold,** underline or ~~strikethrough~~
- Emphasize *rule text* with **Bold**
- Italicize rule number or rule name within rule text
- Utilize hyperlinks within the file
  - Include a space between the section symbol and rule number
    - Correct: §74.1
    - Incorrect: § 74.1

Do:
- Italicize *Texas Register* as a publication title
- Ensure Word formatting style is set as "Normal"
- Use any font or justification
- Indicate the file as a rule document using the coding <rule> between the preamble & rule text
  - <rule> Must be typed exactly as shown (lower case & singular)
- Include statutorily required information in preambles
- Demonstrate emphasis through *italic* & ALL CAPS text
  - Ensure to continue the emphasis through the following punctuation
    - Example: *Texas Register,* should all be italicize text

Within Proposed Rule Text

Do:
- Include a period and space after the rule number and rule text (i.e. §74.1. Authority.)
- Indicate new rule text by underlining
  - Underline the rule number & rule title if the entire rule is new
  - §74.1. Authority. This rule is entirely new.
- Indicate old rule language by bracketing
  - ⁞ u
- Always indicate new language [before old].

Within Adopted Rule Text

Do:
- Include a period and space after the rule number and rule text (i.e. §74.1. Authority)
- Create a clean complete copy of the rule text
  - Including previously omitted (no change) language in the proposed text
  - Do not indicate new or [old] text
  - All rule text should be exactly as it will be entered in Texas Administrative Code